

**APPROVED Meeting Minutes - University Library Committee (ULC)**

**Friday, September 17, 2021; 10:30 am – 12:00 noon**

**via zoom: meeting ID = 856 2700 0481**

(approved at the Nov 4 2021 ULC meeting)

Attendees:

\_\_\_\_\_ Joseph Bedford (Architecture and Urban Studies)  
\_\_\_\_\_ Elizabeth Durham (Undergraduate Student Senate)  
 Kira Gantt (Agriculture and Life Sciences)  
 Carl Henderson (Carilion School of Medicine)  
 Hannah Hudson (Staff Senate)  
 Creed Jones (College of Engineering) *chair*  
 Lisa Kennedy (Geography)  
 Xiaoying Li (Graduate and Professional Student Senate)  
 Steve Melville (College of Science Faculty Association)  
 Tom Sanchez (Faculty Senate)  
\_\_\_\_\_ Erin Smith (University Libraries)  
\_\_\_\_\_ Lisa Smith (Office of Dean of University Libraries) *ex officio*  
\_\_\_\_\_ Steven Tatum (University Libraries)  
 Phillip Thompson (Dept of Management)  
 Tyler Walters (Dean of University Libraries) *ex officio*  
 Zhiwu Xie (Library, Chief Strategy Officer) *ex officio*  
\_\_\_\_\_ Hyesoo Yoo (School of Performing Arts)

All attended remotely via Zoom

1. Introductions - chair/all
2. Welcome / General Library Status - Dean Walters
  - a. One sentence: We are pretty much in normal operations. Fac/staff are not required to mask in offices and meeting rooms, but all public areas are all masked. This has gone pretty well; on occasion students need to be reminded. Probably won't achieve perfection, but doing the best they can. Lots of signs and table tents. Trying to improve matters as much as possible.
  - b. Group study rooms are open now (were closed); also studios (were by appointment only). In the last year, services were nearly all offered online, and still in this mode. All tables and chairs are back in the libraries, but more spread out than pre-COVID.
  - c. Hours are normal.
  - d. Don't anticipate changing any things unless overall university policy changes.
  - e. Questions:
    - i. Creed J: Pretty much the same at other libraries? Yes.
    - ii. Creed J: In-person usage currently? Was way down in the past year; online usage has dropped off some. Downloads remain strong. Technology loaning was way down, but this is because the loan periods were extended.
    - iii. Lisa K: Would I see lots of unmasked people? No, the vast majority are masked but on occasion. Maybe 90+% compliance.

- iv. Lisa K: What is a public space in the library? Anything faculty or staff can get to. Everything except for offices and meeting rooms.
- v. Kira G: What is the ongoing plan for Elsevier and access to articles? There were presentations to many college and department heads. Budget cut of 5% last year; much came from a six-university agreement with Elsevier (contract renegotiation). New contract is being negotiated; 3-year or 5-year perhaps. 2500 journals; 40% of them had less than one download per week university-wide. These articles can often be obtained via ILL within a day; perhaps two. New contract period would start January 1. Don't expect to cut any further.
- vi. This year's budget – provost did fund cost increases in collections.

3. Recording Secretary - chair

- a. Members to consider volunteering to serve.

4. Scope of Work - chair

- a. "To disseminate knowledge and make recommendations concerning policies, services, and development of the University's libraries."
- b. "Reports to: Commission on Graduate Studies and Policies, Commission on Undergraduate Studies and Policies, and the Commission on Research"

5. Approval of minutes of Apr 21, 2021 meeting - all

- a. Lisa, Carl – No objection to unanimous approval.

6. Library Updates - staff

- a. Happy to answer any questions.
- b. Creed J: how is usage this fall? Seems to be back to normal; highly populated.
- c. Creed J: Still under aggressive cleaning protocols.
- d. Lisa K: Is there any change planned to the ILL process? Is there a way to make it more streamlined for the user; entry of title/author/source/etc on so many documents can be cumbersome? There has been a lot of work on streamlining. One example: if you search an article from library, there is a checkbox to initiate ILL request; it populates the title box. More shortcuts are not readily possible. Note: not all fields are required! Staff will do their best to find the right article from the information provided.
- e. Lisa K: Putting the title name in the search box almost never locates the article (several have reported this).
- f. Xiaoying L: Why is it hard to find the article by title? Not all article metadata is available unless we subscribe to it. Also, check the "search beyond library" box.
  - i. It might be a good idea to have someone present to the committee on success strategies for this.
  - ii. Search by DoI works much better.

7. Old business

- a. Library response to feedback on core metrics

- i. Summary: The library dropped total volume of holdings as a metric. There was a concern that the liberal arts and social science areas would be shortchanged. In fact, the item count equates critical books and publications with fringe articles. In addition, item count could incentivize bad practices like over-emphasizing large collections of journals (quantity over quality).
    - ii. More detail in the document that has been posted on Sharepoint.
    - iii. For any specific concerns, reach out to your library liaison.
  - b. Library response to question on Inter-Library Loan
    - i. Dropoff as specified in the document. Book jackets say “return to Newman library”; this is dated information, and the list in the document is correct. (all but Art & Architecture library). Arlington campus has a dropoff box; books will be shipped to NVC library in Falls Church for intake.
    - ii. Pickup: if you don’t live in New River valley, books will be shipped to your home address (at library cost). They are not shipped to homes in the NRV, due to cost. They will be shipped to on-campus faculty offices.

8. New business

- a. Library Tour – for all committee members. Various areas to present and speak.
  - i. Would be useful.
- b. Tom S: Library liaisons are excellent; are they available across the university? Yes!

9. Future Meetings

- chair

- a. Schedule
- b. Format
  - i. Can be arranged to be both in-person and online.
  - ii. Lunch outside.

10. Action Items

- chair

- a. *Consider having someone present to the committee on success strategies for searching for items.*
- b. *Invite an ILL expert to a following meeting to present on processes.*
- c. *Chair to work with library to develop a scheduling poll for library tour as next meeting.*
- d. *Chair to create a living document on Sharepoint for questions to the library.*
- e. *Chair to send minutes for electronic approval if no objection.*

11. Adjournment

- a. Motion Carl Lisa No objection.